

Transfer media you own to someone else

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28 This article is designated for all users.

About

Media owners can transfer ownership of a media entry to another user. Only the current media owner can change ownership.



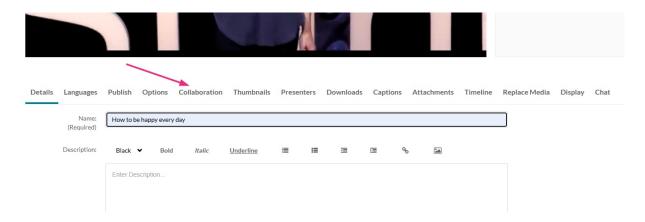
If you cannot access this functionality, ask your administrator to give you the required permission.



The instructions below are for non-Theming users. If you have Theming enabled, please refer to our articles Transfer media you own to someone else and Add / remove collaborators.

Change ownership

- 1. Access the edit media page.
- 2. Click on the Collaboration tab.

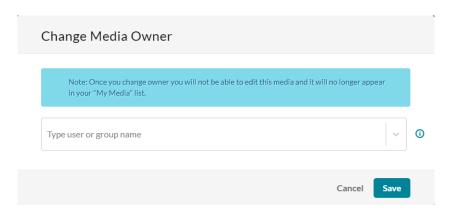


3. On the Collaboration page, click **Change media owner**.

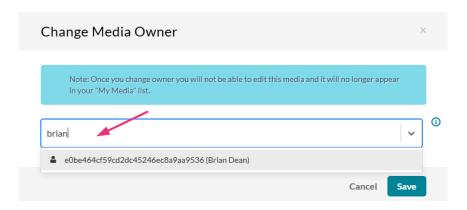




The 'Change Media Owner' window opens.



4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from third letter and on), and press enter on your keyboard.



5. Click Save.

Once ownership is transferred, the new owner gains full access to the media, including the ability to edit, publish, and delete it.